The Tennessee Correction Academy

The Tennessee Correction Academy is proud to provide the following training opportunities. The 2003-2004 Training Year provides a great number of specialty programs as well as standard pre-service and in-service opportunities for the Department of Correction and Department of Children's Services personnel. If you have any questions about our programs, please call (931) 461-7686 for further information.

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Tennessee Correction Academy
Our Mission, Our Vision, Our Goals

Mission Statement

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

Vision Statement

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

Values

- Implementing a targeted training system
- Operating in a quality training environment
- Making training a leading priority

Pre-Service Training for TDOC – FY 2003-2004

Class #	Begin/End Date of Correctional Officers	Begin/End Date for Non-Security for TDOC
501	July 7 – August 15, 2003	July 14-25, 2003
502	July 28 – September 5, 2003	August 4-15, 2003
503	August 18 – September 26, 2003	August 25 – September 5, 2003
504	September 8 – October 17, 2003	September 15-26, 2003
505	September 29 – November 7, 2003	October 6-17, 2003
506	October 20 – November 21, 2003	October 27 – November 7, 2003
507	November 11 – December 19, 2003	November 17 – December 5, 2003
508	December 1, 2003 – January 23, 2004	December 8-19, 2003
509	January 5 – February 13, 2004	January 12-23, 2004
510	January 26 – March 5, 2004	February 2-13, 2004
511	February 17 – March 26, 2004	February 23 – March 5, 2004
512	March 8 April 16, 2004	March 15-26, 2004
513	March 29 – May 7, 2004	April 5-16, 2004
514	April 19 – May 28, 2004	April 26 – May 7, 2004
515	May 10 – June 18, 2004	May 17-28, 2004
516	May 31 – July 9, 2004	June 7-18, 2004
517	June 21 – July 30, 2004	

Pre-Service Training for TDCS – FY 2003-2004

Class #	Begin/End Date of TDCS Personnel
501	July 7 – 25, 2003
502	July 28 – August 15, 2003
503	August 18 – September 5, 2003
504	September 8-26, 2003
505	September 29 – October 17, 2003
506	October 20 – November 7, 2003
507	November 11 – December 5, 2003
508	December 1-19, 2003
509	January 5-23, 2004
510	January 26 – February 13, 2004
511	February 17 – March 5, 2004
512	March 8-26, 2004
513	March 29 – April 16, 2004
514	April 19 – May 7, 2004
515	May 10-28, 2004
516	May 31 – June 18, 2004
517	June 21, 2004 – July 9, 2004

CORE TRAINING

2003-2004 Training Year
Course Schedule

Common Core

These two-day, sixteen (16) hour programs are delivered locally for TDOC staff who do not attend 32 hours of training at the Academy.

Common Core 2003-2004
• TDOC Update • Policy Jenga • Sexual Harassment • Security for Non-Security • Ethics/Values • Employee/Inmate Relationships • Anger Management • Employee Assistance Program

OFF-SITE PROGRAMS

2003-2004 Training Year
Course Schedules

On-Site Programs

Numerous training opportunities conducted by Academy instructors can be delivered at your worksite at the request of your administrator. Some examples are:

Security	Management/Supervisory	General
Self Defense Training	Correctional Leadership & The Psychology of Influence	Public Image
Electronic Restraints	Developing & Maintaining a Top-Notch Correctional Workforce	Defense Driving
Less Than Lethal Munitions	Managing Change	Public Image
Cell Extraction Training	Strategic Planning	LAN/WAN Systems Training
	Ethical Leadership	"Prisoners of Love": Workplace Romance
	Understanding & Managing Generation X Employee	Overcoming Workplace Negativity
	Organizational Policy & Procedures(for Supervisors)	Staff/Inmate Sexual Misconduct
	Managing Performance (for Supervisors)	CPR/First Aid Training
	Employee Retention Strategies	
	Management Control Review	
	Diagnosing Your Organization's Culture	

If you are interested in these or any other possible offerings, please see your Training Coordinator or call the Academy's office of the Training Director at (931) 461-7686.

Target Topic Broadcasting

Starting in August, the Academy will begin the scheduled broadcasting on the Department's video conferencing network, of teleconferences obtained from the National Institute of Corrections (NIC) U.S. Department of Justice (DOJ) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

These Topic-specific broadcasts will be conducted on a rotational single-site basis to minimize Department training costs and to provide for easier staff scheduling and attendance tracking at the local work site.

Further program details and scheduling information may be obtained through your local Training Coordinator and the Academy's "What's New"? page.

TARGET TOPIC TITLES	HOST	TIME
What Works and What Doesn't?	NIC	120
Restorative Justice	NIC	120
Has the Juvenile Court Out-lived its Usefulness?	NIC	105
Youth Gangs in America	DOJ	120
Leadership Challenges – Juvenile Corrections & Detention	DOJ	120
Juvenile Offenders Drug Treatment - Promising Approaches	DOJ	120
Managing Youthful Offenders in Adult Institutions	NIC	120
Comprehensive Juvenile Justice in State Legislatures	OJJDP	90
Gangs, Corrections and the Community	NIC	120

Psychopaths: Their Nature and Impact on Corrections	NIC	120
Cognitive Approaches to Offender Behavior	NIC	120
Successful Interventions for Serious/Violent Offenders	OJJDP	120
Females and the Juvenile Justice System	OJJDP	120
Correctional Strategies in Gang Management	NIC	120
Options for Managing Difficult Inmates	NIC	120
Addressing Staff Sexual Misconduct	NIC	120
Collaborative Approach to Staff Recruitment and Retention	NIC	180
Transition from Prison to the Community	NIC	180

Future Teleconferences   Date/Time

Institutional Culture: Does it help or hurt your prison's mission?	09/2003 -180
Building New Employee Success with an Effective FTO Program	09/2003 -180
Change: Sustaining Program Integrity Post-Implementation	05/2004 -180
Staff Wellness	07/2004 -180
Effective Correctional Management of Offenders in the Community	10/2004 -180

Tennessee Department of Correction Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
AS	Adult Security	240	New hires into all security ranks (Correctional Officers through Unit Managers). Rehires if gone more than two (2) years from TDOC.
AC	Adult Counselors	80	New hires into counselor through counselor manager positions. Rehires if gone more than two (2) years from TDOC and have not been through the two-week pre-service program.
AT	Adult Treatment	80	New hires or rehires if gone more than two (2) years or have not been through the two-week pre-service course. Psychological/Psychiatric positions/Chaplains/Medical/Dental/Vocational Instructors/Teachers/Recreation Specialists/Assistants, Volunteer Coordinator.
AA	Adult Auxiliary	80	Auxiliary positions requiring two-weeks of pre-service are: Mail Clerks, Industry Supervisors, Facility managers/Supervisors, Building Maintenance Workers, Maintenance, Equipment Mechanics, Laundry, Farm Crew Leaders, Dietetics Consultants, Electronics Tech. 2, Medical Records, Medical Transcriber, Procurement Officer.
AA	Adult Auxiliary	40	Auxiliary positions requiring one (1) week are: Boiler Operators, Treatment Plant Operators, Property Officers, Storekeepers, and Store-Clerks.
AFS	Adult Food Stewards	80	Food Service positions requiring two weeks: Food Service Workers, Food Service Managers/Assistant Managers

Tennessee Department of Correction In-Service Courses
FY 2003-2004

Code	Course Title	Offerings	Class Size	Hours	Who Attends
AS	Adult Security	(37) Weekly except when Corporals Attend	72	32	Correctional Officer; Clerical Officer
AS/C	Adult Corporals	(12)	32	32	Correctional Corporals; Correctional Treatment Technician; Supervisor
CH	Chaplains	(1) March 8-9		16	Chaplains
CC	Classification Coordinators	(1) March 22-26		16	As designated
FS	Food Service Generic	(5) Aug. 4-8 Sept. 8-12 Nov. 3-7 Feb. 23-27		32	Food Service Workers

		May 3-7			
FS/H	Food Service Stewards - HACCP	(2) Jan. 26-30 June 7-11		32	Food Service Workers
FS/M	Food Service Mgrs.	(1) April 5-6		16	Food Service Managers (Monday and Tuesday)
FS/SS	Food Service Stewards – Serv Safe	(2) July 7-11 June 21-25		32	Food Service Workers
FS/AM	Food Service Assistant Mgrs.	(1) June 7-11		32	Food Service Assistant Managers
IJC	Inmate Job Coordinators	(1) April 19-21		16	As designated (Monday 12:00 – Wed. 12:00)
M	Maintenance	(4) Sept. 3-5 Nov. 19-21 Jan. 6-9 March 17-19		16	Maintenance, as designated (Wednesday 1:00 – Friday noon)
MED	Generic Medical	(3) Dec. 1-5 Mar. 8-12 May 17-21		32	Medical, as designated
RS/A	Recreational Specialists/Assistants	(2) Oct. 15-17 Mar. 17-19		16	Recreational Specialists/Assistants (Wednesday 1:00 – Friday Noon)
SO	Safety Officers	(1)		24	Fire Safety 1 & 2; Other Fire Safety Officers

		May 17-21			

Tennessee Department of Children's Service Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
CSO	Children's Services Officers	120	New hires into all security ranks (Children's Service Officers through Children's Service Managers). Rehires if more than one (1) year from TDCS or have not attended three-week pre-service program.
JT	Juvenile Treatment	40	New hires into classifications of counselor through counselor manager. Rehires if gone more than one (1) year from TDCS or have not been through two-week pre-service program. Psychological/Psychiatric positions, chaplains, medical/dental, teachers, vocational instructors, recreation specialists/assistants/Contract YSO's
JA	Juvenile Auxiliary	40	Auxiliary positions requiring one-week pre-service program are : Facility Managers, Supervisors, Building Maintenance Workers, Carpenters, Mechanics. Auxiliary positions requiring only one (1) week (40 hrs.) are: Boiler Operators, Treatment Plant Operators, Property Officers, Procurement Officers, Storekeepers, Food Service Managers/Assistant Managers, Food Service Workers, Store Clerks, Records Clerks, Fire Safety Managers.

Tennessee Department of Children's Services In-Service Courses
FY 2003-2004

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CSM	Children's Services Managers	(3) Oct. 27-31 Dec. 1-5 Mar. 29-Apr 2		40	All managers
CSO	Children's Services Officers	(13) June 30-July 3 Aug. 11-15 Sept. 2-5 Sept. 22-26 Nov. 3-7 Dec. 15-19 Jan. 20-23 Feb. 9-13 Mar. 1-5 Mar. 22-26 April 12-16 May 25-28 June 14-18		40	Youth Service Officers; Community Residential Security

FS	Food Service Generic	(5) Aug. 4-8 Sept. 8-12 Nov. 3-7 Feb. 23-27 May 3-7		32	Food Service Workers
FS/H	Food Service Stewards – HACCP	(2) Jan. 26-30 June 7-11		32	Food Service Workers
FS/M	Food Service Mgrs.	(1) April 5-6		16	Food Service Managers (Monday and Tuesday 8:00- 5:00)
FS/AM	Food Service Assistant Mgrs.	(1) June 7-11		32	Food Service Assistant Managers
FS/GH	Food Service Group Home Stewards	(1) Oct. 13-17		40	Group Food Service Stewards
FS/SS	Food Service Stewards – Serv Safe	(2) July 7-11 June 21-15		32	Food Service Workers
M	Maintenance	(4) Sept. 3-5 Nov. 19-21 Jan. 7-9 March 17-19	16		Maintenance, as designated (Wednesday 1:00 – Friday noon)
MED	Generic Medical	(3) Dec. 1-5 Mar. 8-12 May 17-21		32	Medical, as designated

JJCM	Juvenile Justice Case Managers	(3) Dec. 15-19 Feb. 2-6 May 25-28		20	Juvenile Justice Case Managers
RCM	Residential Case Managers	(4) Aug. 11-15 Dec. 15-19 Feb. 2-6 May 25-28		40	Juvenile Classification Counselors; Counselors
RS/A	Recreational Specialists/Assistants	(2) Oct. 15-17 Mar. 17-19		16	Recreational Specialists/Assistants (Wednesday 1:00 – Friday noon)
SO	Safety Officers	(1) May 17-21		24	Fire Safety 1 & 2; Other Fire Safety Officers

Tennessee Correction Academy Specialized Training Schools
FY 2003-2004

These programs are designed for those staff assigned to special activities. Other specialty courses target topics of interest for the corrections professional desiring to enhance information or skills.

Please Note: Unless specifically indicated, scheduled programs begin at 8:00 a.m. on the date(s) listed

Code	Course Title	Offerings	Class Size	Hours	Who Attends
AC-M	Accreditation Managers	(1) July 23-25		16	Wednesday 1:00 – Friday noon.
ATO	Adult Transportation Officers	(4) Sept. 8-12 Sept. 15-19 Oct. 20-24 Jan. 12-16	15-25	32	Transportation Officers and any staff assigned to inmate transportation duties on a regular basis
BTLS	Basic Trauma Life Support	(3) Oct. 27-31 Feb. 9-13 Mar. 29-Apr. 2	25	32	Medical staff required to be certified or to be re-certified in emergency physical trauma conditions and procedures (Prerequisite: Current certification in I.V. Technique & Management)
C	Computer Training	(12) July 14-18 Aug. 25-29 Oct. 20-24			Each week consists of two separate sessions:

		Jan. 12-16 April 12-16 May 31-June 4	11	16	1 Session – Begins Monday at 1:00 and ends at noon on Wednesday. 2 Session – Begins Wednesday at 1:00 and ends Friday noon. The training will consist of Microsoft Word, Excel, and GroupWise.
CT-B	CERT Training – Basic	(2) Oct. 27-Nov. 7	30	80	
CT-C	CERT Team Commanders	(1) Aug. 18-20		24	
CTT	CORE Train the Trainers	(1) Aug. 11-12	TBA	16	For institutional personnel assigned to deliver CORE training modules (8 hour Presentation Skills for New Trainers will be added - if required).
C/W	Commissary/ Warehouse	(1) June 2-4		16	Wednesday 1:00 – Friday noon.
DBT	Disciplinary Board Training	(1) March 10-12		16	Wednesday 1:00 – Friday noon.
FTO	Field Training Officer	(1) July 7-8		8	Monday 1:00 – Tuesday 12:00
GCS	Group Counseling Skills	(5) Sept. 17-19 Nov. 12-14 March 24-26 May 12-14 June 16-18	25	16	Each session begins on Wednesday at 1:00 and ends on Friday at noon.
HN	Hostage Negotiators	(1) March 1-5	15	40	For newly-selected Hostage Negotiators
HNU	Hostage Negotiators Update	(1) May 10-12	15	20	Any staff who have completed the Basic Negotiator's course who have not yet attended this Update. Class will run from Monday at 8:00 a.m. until Wednesday at noon.
IV	I.V. Therapy	(2) Dec. 8-12 Apr. 19-23	30	32	Medical, as designated.

LDOC	Leadership TDOC	(5) Sept. 29-Oct. 3 Nov. 17-21 Feb. 2-6 May 3-7 June 21-25	25	40	Mid level management personnel pre-selected by Warden/Administrator
NFTO	New Field Training Officer	(1) July 21-25		28	As Designated
NM	Nurse Management	(1) Oct. 13-17	30	32	Nurse managers/CWU/IC Coordinators
NST	New Supervisor's Training	(5) Sept. 22-26 Dec. 8-12 Jan. 26-30 April 26-30 June 21-25	30	40	Required training for all newly appointed supervisors
P/M	Property/ Mailroom	(1) May 12-14		16	Wednesday 1:00 – Friday noon.
RR/C	Radio Repair/ Communication	(2) Oct. 6-8 Mar. 29-31		24	Monday-Wednesday
SAN	Sanitation Training	(1) April 22		8	Thursday 8:00 a.m. – 5:00 p.m.
T4T	Train the Trainer	(1) Aug. 4-8		40	For staff newly rated as an Instructor Training Specialist or Correctional Academy Instructor
TDT	Training	(1)			

	Design Teams	Feb. 17-18		16	As designated.

BIOTERRORISM

In-Service Food Service
FY 2003 - 2004, 3.5 Hours

The course will cover the definition of bioterrorism and precautions which should be taken in a food service environment to prevent the possibility of tampering with food related terrorism acts.

COURSE OBJECTIVES

- What is bioterrorism?

- What is FDA doing to protect the food supply against bioterrorism? (Bioterrorism Act)

- Role of Food Service in preventing bioterrorism.

- Preparing for the possibility of tampering or other malicious food related terrorism acts.

- Level of supervision necessary to prevent bioterriorism.

- Federal laws concerning food service workers.
    (Immigration and Nationality Act and Bioterrorism Act – 2002).

FOODBORNE ILLNESS INSTITUTIONAL INSPECTION

In-Service Food Service
FY 2003-2004, 4.0 Hours

This course will cover a discussion of food safety, foodborne illness, and foodborne investigation.

COURSE OBJECTIVES

- Investigating foodborne illness reports

- Isolating the affected personnel

- Relationships of Institution with regulatory authorities

- Importance of records in an investigation

- Developing corrective actions in a HACCP plan after investigation

- Education and Training

MEDICAL NUTRITION THERAPY
In-Service Food Service
FY 2003 – 2004, 2.0 Hours.

Diet is important to health at all stages of life. At some point in the life of every human being, it will be ill advised or impossible to eat a Regular Diet. A Registered Dietitian will explain some of the various types of special diets.

COURSE OBJECTIVES

- Discuss at least eight (8) types of special diets.

- Necessity of various diets.

- Basic diet principles.

- Food Service and special diets.

- Food Purchasing

- Food Preparation

FOOD SERVICE POLICIES AND PROCEDURES
In-Service Food Service
FY 2003-2004, 2.0 Hours.

In order for an organization to meet it's goals, policies and procedures must be developed and followed. A Food Service Director will explain various policies and procedures.

COURSE OBJECTIVES

- Development

- Implementation

- Protocol

- Explanation of various policies

- Monitoring compliance

- Policy update and review

FOODBORNE ILLNESS-INSTITUTIONAL PROCEDURES
In-Service Food Service
FY 2003-2004, 3.5 Hours

This course will cover food safety, and foodborne illness.

COURSE OBJECTIVES

- Identify food source causing illness

- Collect and preserve samples for analysis

- Inform all affected parties and isolate to prevent potential spread of disease

- Call FDA-Health Department

- Prepare for inspection by regulatory authority

- Corrective actions after analysis of food borne illness cause

- Training of all food service workers

FOODBORNE SAFETY PROCEDURES / OR DAILY INSPECTIONS
In-Service Food Service
FY 2003-2004, 4.0 Hours

This course will cover safety procedures and daily inspections in a food service environment.

COURSE OBJECTIVES

- Controlling temperatures – Danger Zone

- Preventing cross contamination

- Stressing importance of personnel hygiene

- Hand washing procedures and use of gloves

- Awareness of chemical and physical hazards in food service

- Pest control and sanitation programs

- Use of sanitizers

FOOD SAFETY PROCEDURES

In-service Food Service
F/Y 2003-2004, 2.0 hours

One of the most effective controls you have in keeping food safe is to make sure food remains out of the temperature danger zone. The food service employee needs to monitor the temperature of food during the "Flow of Food". Receiving, storing, preparation, holding, serving and cleanup and sanitation of the food service system. Cross contamination is dangerous, and poses a real health risk. There are numerous ways we can prevent it, however. Mainly you have to think about every step you take in the workplace. Keep in mind that what you do may affect the food you prepare or serve, and may ultimately harm others. Be sure to understand safe food practices completely, and follow them everyday.

COURSE OPJECTIVES

- Preventing hazards in food

- How to limit cross contamination

- Personal hygiene

- Time and temperature controls

- Sanitation

- HAACP

- Cuts and knife handling

- Slips, trips, and falls in a food service system

WHO MOVED MY CHEESE

In-Service Food Service
FY 2003/ 2004

Changes affect everyone regardless of title or position. How you deal with change can have an impact on you and your job performance as well as those around you. It is of immeasurable value that staff be able to change quickly, even when they don't completely understand the need for it. It is also a necessity that staff always be evaluating present procedures and looking for ways to improve or change them.

This course will start with an introduction to the "Cheese Experience" and a quick exercise to see how the class does when they are told to change quickly, with no explanation.

COURSE OBJECTIVES

- Provide you with a new and positive way of looking at change so it works to your advantage.

- Give you a fun language and method of thinking that will accelerate your and your organization's ability to change.

- Show you a reliable way to win by doing what works in changing times.

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)CERTIFICATION

In-Service Food Service
FY 2003-04 – 32 Hours

Hazard Analysis Critical Control Point (HACCP) is a system of checkpoints that monitors the safe flow of food through an operation – receiving, storage, thawing, preparation, cooking, holding, cooling, reheating, and service. HACCP was first developed in 1959 when the Pillsbury Company began manufacturing food products for the NASA space program. Their first concern was about safety of the food consumed, system failure due to food particles contaminating electrical equipment and the presence of pathogenic microorganisms. Using the U.S. Army's "Modes of Failure" system a mode, Pillsbury defined the concept of critical control points (CCP's) – points in the flow of food when the risk of contamination and foodborne illness is greatest. Procedures were then adopted to prevent, reduce, or eliminate hazards (and the risk of foodborne illness), thereby laying the groundwork upon which the modern HACCP system was built.

COURSE OBJECTIVES

- Food Safety – This section will explore the definition, origins, causes, and prevention of foodborne illness. Participants will discover that food safety is the responsibility of all food service operation employees. This section analyses the components of a food safety system and suggests ways to apply them in food service operations.

- Establishing a HACCP Food Safety System. This section provides step-by-step procedures for implementing a HACCP system.
- Developing Standard Operating Procedures. The purpose of this section is to familiarize participants with the general standard operating procedures (SOP's) that can serve as models for setting food safety requirements when a food safety system is implemented.
- HACCP Systems for Sample Operations – the purpose of this section is to investigate safe food preparation and service for customers.
- HACCP System Criteria, Recipes, and Flowcharts – this section includes abbreviated, written HACCP systems for various products. You can simplify or expand these for each establishment or foodservice system.

ACA STANDARDS: 3-4080

HEALTH INFORMATION MANAGEMENT SEMINAR

In-Service Medical
FY 2003-2004, 16.0 Hours

Health Information Professionals serve as the experts who secure, analyze and manage information needed for a strong health care delivery system. To date, the TDOC inmate population is seventeen thousand (17 K) and growing. In order to establish and maintain this vast body of health records, it is essential the professionals be provided a strong foundation for the technical, legal and ethical practices of health information. This course meets continuing education requirements for TDOC policy 110.05.

COURSE OBJECTIVES:

* Compare standard record practices between the "free world" and TDOC.

  Inception to Archiving; TDOC Terminal Digit Filing System; Standard Record Practices; Confidentiality of Medical Records; Release of Information; Intro. To the Physical Medical Record; Outpatient vs. In-Patient Record; "Free World" vs. TDOC; Levels of Professionalism; New HIPPA Laws

* Identify support resources to assist with technical and legal inquiries.

TDOC Manual (TCA POLICY 113.50 & 113.52) ; TDOC

Legal Services ; Health Services; Mental Health; Substance Abuse Program; G.E.D./ Education; Administrator Contact; TDOC Systems Development (TOMIS HELPLINE)

* Identify questions / dilemmas concerning release of information.

  Court Order vs. Subpeona; Five R's for Release of Information; Federally Protected Confidential Information (HIV / AIDS vs. STD's; PSYCHIATRIC / MENTAL HEALTH vs. SEX OFFENDER and other PROGRAMMATIC RECORD INFO.; Unusual Requests (DEAD OFFENDERS; EX-INMATES, CURRENT INMATES)

* Discuss the impact of using technology without compromising the record's integrity.

  Modes of Communication (FAX MACHINES, TELEPHONE CALLS, TELEMEDICINE, COMPUTERS); Computer Security (FIREWALLS, PASSWORDS, SIGN OFF PRECAUTIONS); New HIPPA Laws

* Explain the legal ramifications of breech of confidentiality. "Three Monkeys"; What is a Breech?; "If in doubt, leave it out"; TDOC Case Law;

BASIC TRAUMA LIFE SUPPORT

In-Service Health Services
FY 2003-2004 - 23.5 Hours

Within the health services correctional environment, health care professionals must be able to respond immediately and effectively to a wide range of emergent health-related physical trauma conditions. The health care provider must be skilled in providing quick and systematic physical assessment in order to provide appropriate stabilization/basic life support treatment (and/or referral), for a wide range of emergency trauma conditions.

COURSE OBJECTIVES

This intensive three day training program is designed for the advanced medical professional who is responsible for providing rapid physical assessment, stabilization treatment for emergent-physical traumatic conditions within the facilities health service unit. The course consists of emergency assessment/management for a wide range of conditions. Pre-requisite for the course requires current certification in IV technique and management. Prior to the formal training seminar, pre-study information/material is provided to participants. At the conclusion of the course, candidates successfully passing the course examination are awarded a certification in BTLS which is valid for a period of three (3) years.

a.	Initial examination	h.	Head trauma
b.	Airway management	I.	Burns
c.	Chest trauma	j.	Extremity trauma
d.	Shock	k.	Trauma in pregnancy
e.	IV cannulation	l.	Pediatric trauma
f.	Abdominal trauma	m.	Trauma arrest
g.	Spinal cord trauma	n.	Load and go procedures

Upon completion of this course the participant will be able to:

- Demonstrate rapid and effective techniques in assessing a traumatized patient.
- Demonstrate rapid and effective techniques in the resuscitation of a traumatized patient.
- Demonstrate rapid and effective techniques in the packaging of a traumatized patient.
- Demonstrate rapid and effective techniques in the transport of a traumatized patient.

ACA STANDARDS: 3-4082   3-4335 2-9086-l Juv.

**THERAPEUTIC INTRAVENOUS INTERVENTION:
"EMERGENCY AND MAINTENANCE"**
In-Service Health Services
FY 2003-2004, 16 Hours

TDOC/TDCS nursing personnel should be proficient in assessment and in administration of IV Therapy and in performance of phlebotomy to patients in the clinic/institutional settings. According to Tennessee Nursing Laws, an LPN is not legally qualified to start or maintain IV Therapy unless he/she first completes an IV Therapy Course and has demonstrated the skill to the clinical supervisor at the institutional level. This course is designed to update and provide training to the nursing staff in administering emergency and maintenance of intravenous therapies and phlebotomy for blood collection.

COURSE OBJECTIVES

- Select and prepare the basic equipment and supplies for venipuncture and fluid/medication administration.
- Identify, inspect, and choose correct IV solution.
- Identify a patient who requires IV therapy and collect the necessary data.
- Perform the venipuncture process and calculate and establish prescribed flow rate.
- Perform venipuncture for blood collection.
- Perform the correct documentation for IV administration and phlebotomy for blood collection.
- Apply the correct principles for administration of IV medication, scheduling administration of drugs, and

calculation of drug doses and dilutions.

- Demonstrate specific techniques for IV site care of peripheral and centrally placed IV catheters.
- Identify the policy for managing control of needles and syringes.
- Demonstrate proper documentation of IV site, fluid, rate, placement, and any signs and symptoms of complications.

ACA STANDARDS: 3-4082; 3-4335; 2-9086-1-JUV

"A3"

(Adolescents, Aging Inmates, AXIS I-II DSM)
In-Service Medical
FY 2003-04, 4 Hours

This course is designed to assist the nurse to recognize behaviors displayed by inmates/youths that are related to various mental disorders. Discussion will include the latest research pertaining to assessing patterns of criminal thinking and compare with assessments for mental disorders. Strategies for determining individualized methods of treatment will be identified.

COURSE OBJECTIVES

1. Differentiate behaviors associated with the following mental disorders:
   - Major depression
   - Psychosis
   - Schizophrenia
   - Bi-polar Disorder
   - Anxiety
   - Personality Disorders/Antisocial
   - Dementia

2. Identify assessments tools used to determine criminal thinking
3. Discuss strategies for managing the inmate/youth that displays criminal thinking.
4. Discuss the impact of substance abuse on the mentally ill inmate/youth.
5. List possible strategies for managing the manipulator, self-mutilator and attention seeking inmate/youth.
6. Assess non-adherence to medication vs. poor therapeutic index.
7. Recognize behaviors (Psychotic-attention seeking) that require immediate interventions from those that are non-emergent.
8. Discuss tactics to deescalate volatile situations.

"CHECK IT OUT"
In-Service Medical
FY 2003-04, 6 Hours

Nursing proficiency is based upon the ability of the nurse to accurately evaluate the body system/region that corresponds to the patient's chief complaint/illness. Effective nursing practice in a correctional/youth facility requires a variety of assessment skills including interviewing, communication, physical assessment and behavioral observation. This class is designed to address applicable elements of the assessment process relative to the physical examination, record review, chief complaint and appropriate documentation.

COURSE OBJECTIVES

- Discuss the elements of a complete nursing assessments (subjective, objective,
     record review and chief complaint).
- Describe interviewing techniques for gathering health information.
- Discuss how to conduct the physical assessment appropriate to the complaint.
- Apply the appropriate intervention (protocol or referral) based on the assessment.
- Describe how to document the encounter.
- Identify the elements if high-risk pregnancy(age, environment, pre-natal care).

"IT'S NOT ALL ABOUT PILLS"
In-Service Medical
FY 2003-04, 4 Hours

One of the major responsibilities for TDOC/DCS health services nurses is to administer/distribute prescribed medications on a daily basis. It is imperative that the nurse be knowledgeable regarding the therapeutic use of the drug, side effects, adverse reactions, and contraindications. TDOC/DCS nursing staff must be cognizant of the legal and ethical standards within their scope of practice. The field of pharmacology is constantly evolving, therefore, it is requisite that nurses continue to build on their knowledge in order to deliver effective care to the populations we serve.

COURSE OBJECTIVES

- Discuss the individual/professional responsibility for building and increasing personal medication knowledge
- Discuss accountability issues such as the six rights (right drug, right dose, right patient, right route, right documentation, and right time).
- Discuss the necessity of medication administration and verification (stashing, crushed/under water).
    - Address stock medication and the legal implications.
    - Discuss the elements of patient teaching KOP)
- Discuss the differences between dispensing, distribution, and administering medications:
- Review the following classes of drugs to include applicable laboratory studies, and therapeutic/adverse effects:
    - Antihypertensives
    - Bronchodilators
    - Psychtrophics/Antidepressives
    - Anticoagulants
    - Antihyperglycemics/Blood Glucose Stabilizing Agents
    - HIV
    - Antiinfectives
    - Antilipemic Agents

LABOR LAW
Inservice DCS Managers
FY 2003-04;

Supervisors must know policy, laws (both state and federal and be aware of legal issues for their employees. This class gives us a chance to test the knowledge of our managers using questions and work scenarios. Age discrimination, the American Disabilities Act, Family Medical Leave Act, OSHA, and other federal laws will be addressed in this class. Managers do not have to be lawyers to understand all this information, but they must be familiar with laws that affect the employer-employee relationship.

COURSE OBJECTIVES
Upon completion of this course, the participant shall:

- Identify 3 aspects of the Family Medical Leave that will impact an employee.
- Describe how an employer may make accommodations to an employee with a disability recognized under the American Disabilities Act.
- Discuss steps a manager should take should an employee disclose allegations of discrimination or harassment.
- Describe the age limitation of the Age Discrimination in Employment Act.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
     3-JCRF-1D-09, 10, 11, 12

CARDIOPULMONARY RESUSCITATION (CPR)
Inservice DCS (All)
FY 2003-04;

Utilizing lecture, discussion, videotape, demonstration, and return demonstration formats specified by the American Red Cross, the instructor will require the trainee to demonstrate acceptable skill competency utilizing Ambu-Pals and pass a written examination prior to issuance of American Red Cross certification in Adult CPR.

COURSE OBJECTIVES

- Demonstrate how to check, establish and maintain an open airway.
- Demonstrate Artificial Respiration.
- Demonstrate Cardiopulmonary Resuscitation.
- Score a minimum of 80% on an American Red Cross written examination.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
     3-JCRF-1D-09, 10, 11, 12

HIV/UNIVERSAL PRECAUTIONS
Inservice DCS (All)
FY 2003-04

While medical advantages have been made in areas of

treatment of communicable diseases, there remains a very real danger to those working inside our DCS facilities with our students. Exposure to bloodborne and airborne pathogens occurs frequently. This course is provided to remind employees of the dangers of communicable diseases, modes of transmission and universal precautions.

COURSE OBJECTIVES

Upon completion of this course, the participant will:

- Identify two types of pathogens
- Explain the three main modes of transmission of blood borne pathogens.
- Discuss universal precautions.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
                               3-JCRF-1D-09, 10, 11, 12

NON-VIOLENT CRISIS PROFICIENCY REVIEW
Inservice DCS (All)
FY 2003-04

This course is designed to equip employees with the necessary skills to effectively de-escalate crisis situations. Through

lecture illustration and group involvement, verbal and nonverbal communication and behavior will be examined. This course will provide a safe, non-harmful behavior management system designed to help workers provide for the best possible care and welfare of assaultive, disruptive or out-of-control persons even during the most violent moment.

COURSE OBJECTIVES

- Identify useful nonverbal techniques in the prevention of "acting-out" behavior.
- Develop verbal techniques to implement when de-escalation of verbal "acting-out" is necessary.
- Identify two verbal skills that may be used to defuse potential crisis situations.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
                               3-JCRF-1D-09, 10, 11, 12

SEXUAL HARASSMENT
Inservice DCS (All)
FY 2003-04

In today's workplace everyone must be aware of behaviors that could be considered sexual harassment. This course is designed to have participants discuss sexual harassment

situations shown on video and how to avoid them. Every employee is at risk of being a sexual harassment victim. This class will help employees identify sexual harassment and to determine what should be done if they experience it or witness it.

COURSE OBJECTIVES

Upon completion of this course, the participant will be able to:

- Identify subtle areas of sexual harassment.

- Explain impact versus intent.

- List the "costs" of sexual harassment.

- Describe the Tennessee Department of Personnel's policy on reporting sexual harassment.

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12, 3-JCRF-1D-09, 10, 11, 12

SUICIDE, SIGNS AND SYMPTOMS OF MR/MENTAL ILLNESS AND CHEMICAL DEPENDENCY
Inservice DCS (all)
FY 2003-04

The DCS employee is faced with providing direct care to youths who have mental health disorders, including depression and substance abuse disorder. Sometimes youths contemplate

and attempt suicide while in our care. This course is designed to give the trainee a brief overview of mental illness and substance abuse, and to discuss intervention techniques for a youth that is suicidal.

COURSE OBJECTIVES

- Identify at least three (3) symptoms of depression.

- Explain what actions a staff member should take when behavior indicative of mental illness is identified.

- Define addiction and describe it's effects on a youth.

- Identify three of the characteristics of suicidal youth.

- Discuss key points outlined in DCS Policy 19.1 (Suicide/ Self Harm Intervention).

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12, 3-JCRF-1D-09, 10, 11, 12

STRESS MANAGEMENT
DCS Inservice Residential Case Managers and Managers
FY 2003-2004

There are many causes of stress, as we know. It is important that we learn to take charge of our time and accomplish important projects in our own fashion. This course illustrates that you can be in control of the stress in your life—or at least learn how to control it. The class leader will teach techniques

in stress relieving techniques.

COURSE OBJECTIVES

- Identify and understand the most common causes of stress.
- Implement four steps in dealing with stress.
- Reduce negative stress.

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12

STGs
Inservice DCS (all)
FY 2003-04

Gangs in DCS are a fact of life. Gangs have changed. Gang members offer a fatal attraction to our students. This class will continue to discuss the early recognition of gang signs and how important they are to recognize. The key element is, however, how to help staff work with the students to withstand the allure

of gangs and gang activity.

COURSE OBJECTIVES

- Identify gang affiliations.
- Discuss effective methods of working with these gangs.
- List ways to help students sever gang ties.

TDCS POLICY; 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12

ASSESSMENT OF TRAINING NEEDS
Inservice DCS (All)
FY 2003-04

Training should be responsive to position requirements, professional development needs, current issues, and new theories, techniques, and technologies. DCS employees are aware of their performance discrepancies and deficiencies. Therefore, it is logical that they are also the persons most likely to be able to identify those issues that can be best resolved through training. This mini-workshop will allow the trainees to

participate in the identification of training needs and design of the curriculum for their job classifications for the upcoming fiscal year.

COURSE OBJECTIVES

- Identify ACA training requirements for job classificationsw.

- Design a training schedule for the next fiscal year.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
     3-JCRF-1D-09, 10, 11, 12

JUVENILE JUSTICE
Inservice DCS Managers
FY 2003-04

Millions of children become involved in criminal and delinquent acts yearly in the United States. The general public sometimes is critical of the way Juvenile Courts handle discipline. This course talks about the strengths and weaknesses of the Juvenile Court in the United States and in Tennessee in particular. The course also examines the violence prevalent in America especially from young children-age 12 and under.

COURSE OBJECTIVES

Upon completion of this course, the participant will be able to:

- Identify two programs in the United States that have proven successful in rehabilitation of juveniles.
  Describe the process that occurs when a juvenile in Tennessee is taken into custody
- List three (3) major types of cases heard in juvenile court.
- Discuss the concept of age as it relates to the Juvenile Justice process.
- Identify differences in juvenile court and adult criminal court terminology.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
     3-JCRF-1D-09, 10, 11, 12

SEARCH, SEIZURES, RULES OF EVIDENCE
Inservice DCS Residential Case Managers, CSOs
FY 2003-04

Regretfully, students within DCS sometimes act in behaviors that result in employees having to search both the youth and the facility's common areas along with the youth's room. This course is written for staff that have daily contact with juveniles. The course will teach the policy issues for search, seizure and rules of evidence that must be followed. In this course trainees will review DCS policy requirements for conducting proper searches, and will demonstrate these procedures to ensure continued skill proficiency.

COURSE OBJECTIVES

- Identify three (3) primary reasons for conducting searches.

- Explain the circumstances and authorization required for searches.

- Demonstrate a correct frisk search.

- Demonstrate proficient room/area search

TDCS POLICY: 5.2, 27.3, 27.19, 27.20
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
                              3-JCRF-1D-09, 10, 11, 12

GENERAL MANAGEMENT
Inservice DCS Managers
FY 2003-04

The art of managing people productively is a challenging factor for the manager of today. It is a dynamic process that changes constantly. The world has changed. The economy, government, and workers all have changed. The question is, "have you, as a manager changed also." Communication is vital to a good manager. This course encourages the manager to develop a strong trust bond with employees in order to produce higher results in the workplace. The course will utilize scenarios to provoke discussion and teach principles of inactive management.

COURSE OBJECTIVES

- Identify three (3) differences between leaders and managers.
- Describe the impact of non-verbal communication.
- Through case scenarios encourage managers to allow their employees to become their own problem solvers.

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08

REPORT WRITING REVIEW
Inservice DCS CSOs, Residential Case Managers
FY 2003-04

Many DCS officers are anxious about preparing paperwork—with good reason. This course gives employees helpful pointers on ways in which to prepare accurate reports. These reports are legal documents that may be used in courts by judges, juries and others.   This course emphasizes the right and the wrong way to write many DCS reports and includes practice in class.

COURSE OBJECTIVES

- Identify the basic information all types of documentation should reveal.

- Discuss the proper method of completion of different types of documentation, including forms to be used.

- Given a scenario, demonstrate proficiency in completing an effective report.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12, 3-JCRF-1D-09, 10, 11, 12**

INTERPERSONAL RELATIONS/ COMMUNICATIONS

Inservice DCS CSOs, Residential Case Managers
FY 2003-04

Communicating with coworkers can be very difficult. This course shows specific examples of how to maintain a conversation with someone who is a poor listener or who wants to dominate the conversation.   This course teaches people how to build trust, while improving the quality of the worksite. It also discusses poor listening habits and observation of body language.

COURSE OBJECTIVES

- Identify ways in which your words, body language and tone of voice all send the same message.
- Discuss common barriers to effective communication.

- Identify ways to get and give feedback in a conversation.

- Demonstrate effective communication skills through participation in a classroom activity.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12, 3-JCRF-1D-09, 10, 11, 12**

GROUP COUNSELING TECHNIQUES
Inservice DCS Residential Case Managers
FY 2003-04

This course will be taught by a licensed social worker who will provide information to employees about how to run group counseling sessions in their facilities. The number of children in the Department who have mental health issues, family issues, and drug issues continues to grow. This class will teach employees how to approach some of these issues. The course will also give employees the tools necessary to help integrate a

child back into the community by teaching common sense concepts such as independent living skills.

COURSE OBJECTIVES

- Identify ways for the employee to instruct the child to deal with problem situations.
- Describe how to tactfully correct poor behavior while rewarding good behavior.
- How to set up groups which will succeed without being boring to the child.
- Demonstrate proficiency in at least two (2) skills through participation in a classroom activity.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
                                    3-JCRF-1D-09, 10, 11, 12

SUPERVISION OF JUVENILES, SECURITY PROCEDURES, USE OF FORCE, SKILLS
Inservice DCS, Residential Case Managers, and Children's Services Officers
FY 2003-04;

This is a policy driven class that reviews security issues for juveniles. The student will be required to practice use of force issues, review the Use of Force policy, and skill test in the use of restraints. There will be a quiz at the first of the class to test knowledge of the policies involved and one at the end of each class to measure skill and knowledge.

COURSE OBJECTIVES

- Identify two security issues in the workplace.
- Identify three (3) things staff can do to ensure a safe and secure environment for both staff and students.
- List two ways in which the Use of Force Policy can protect a child and an officer.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
                                    3-JCRF-1D-09, 10, 11, 12

JUVENILE RULES, RIGHTS AND RESPONSIBILITIES
Inservice DCS CSOs, Residential Case Managers
FY 2003-04

Many of us have worked with juveniles for many years. However, we do not have the knowledge of the basic rights of juveniles. This course teaches those rights and encourages participants to ask questions about the rights of children.
The course is designed in a question/answer format. This comprehensive program covers topics such as legal ages for juveniles in certain circumstances, rights, responsibilities of juveniles and parents, etc.

COURSE OBJECTIVES

- Identify a youth's rights in regard to program participation, housing, and recreation.

- List at least five (5) rules set forth by DCS that all youths in custody must follow.

- Relate at least three (3) responsibilities that youths in custody must meet.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
                       3-JCRF-1D-09, 10, 11, 12

SOCIAL CULTURAL LIFESTYLES OF JUVENILE POPULATIONS/ CULTURAL DIVERSITY
Inservice DCS, CSOs, Residential Case Managers
FY 2003-04

DCS students come into our custody from three distinct areas; urban, suburban and rural. From these areas, we gather juveniles from different groups, including, but not limited to, racial, ethnic, religious, socio/economic, age, educational level, etc. DCS staff must be prepared to understand and work effectively with this diverse group.

COURSE OBJECTIVES

- Identify three areas of origin of our students.
- List different cultural groups within DCS students.

- Explain effective methods for working with culturally diverse student groups.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**
                       3-JCRF-1D-09, 10, 11, 12

WHO MOVED MY CHEESE
DCS Inservice Managers
FY 2003/ 2004 3.0 Hours

Changes affect everyone regardless of title or position. How you deal with change can have an impact on you and your job performance as well as those around you. It is of immeasurable value that staff be able to change quickly, even when they don't completely understand the need for it. It is also a necessity that staff always be evaluating present procedures and looking for ways to improve or change them.

This course will start with an introduction to the "Cheese Experience" and a quick exercise to see how the class does when they are told to change quickly, with no explanation.

COURSE OBJECTIVES

- Provide you with a new and positive way of looking at change so it works to your advantage.

- Give you a fun language and method of thinking that will accelerate your and your organization's ability to change.
- Show you a reliable way to win by doing what works in changing times.

TDCS POLICY: 5.2
ACA STANDARD: 3-JTS-1D-08

EMPLOYEE MANAGEMENT RELATIONS
DCS Managers
FY 2003/2004

Innovations in management styles are sometimes costly and difficult to bring about. However, yearly new authors and think tank groups come out with new ideas that are at least worthy of investigating. Whatever approach an agency takes, it is important to understand that the behavior of people has to adapt to accomplish the goals of the organization. This course emphasizes that the business of business is behavior.

This course will focus on understanding behavior before attempting to change it. Once understood, we will discuss the way management changes behavior by its action and its inaction.

COURSE OBJECTIVES

1. Learn a method to increase potential performance of their employees through reinforcement.
2. Identify positive consequences for employees who are positive change makers.
3. Discuss the appropriateness of negative reinforcement.

TDCS POLICY: 5.2
ACA STANDARD: 3-JTS-1D-08

UNDERSTANDING GENERATION Y
DCS Inservice Managers
FY 2003-2004

The majority of the managers within DCS are not generation Y personnel. They are baby boomers and have difficulty understanding this young generation. Turnover rate is high within this group and if we are to retain these employees, we must be knowledgeable of their unique characteristics.

This course focuses on the characteristics of Generation Y, the things that motivate them and give them job satisfaction, and the differences between them and the Baby Boomers.

COURSE OBJECTIVES:

At the end of this session the trainee will be able to:

- Identify traits and motivations of Generation Y employees.
- Implement effective communication strategies in dealing with Generation Y employees.
- Re-align your organizational culture for effective recruitment and retention of Generation Yer's.
- Implement plans to effectively manage Generation Yer's.

ACA STANDARDS: **3-JTS-1D-08**
TDCS POLICY: **5.2**

1. List three government agencies available to help a manager in working with his employees.
2. Teach his people the importance of teamwork in approaching problem-solving with other agencies.

ACA STANDARDS: **3-JTS-1D-08**
TDCS POLICY :   **5.2**

RELATIONSHIPS WITH OTHER SERVICE AGENCIES
DCS Inservice Managers
FY 2003-2004

The Tennessee Department of Children's Services has grown tremendously in the past five years. As a result of this growth, resources have become available that were never available before.   Organizations are expecting a new level of accountability from their employees and a new knowledge of what is "outside the box" of our comfort level. In order to provide the proper information to both employees and students, managers have to see the big picture. By doing this, we can learn to work across departmental boundaries, avoid turf issues and combine efforts with others to contribute to the same ends.

COURSE OBJECTIVES:

At the end of this session, the manager will be able to:

ANGER MANAGEMENT STRATEGIES
In-Service Juvenile Services CSOs and
Residential Case Managers
FY 2003-2004

Effective management of angry youth will always be a major part of our job responsibilities. This module is designed to assist staff in identifying common problems that create tension and anger, interpersonal skills that reduce the likelihood of angry acting out and implementing a process to help youth learn new behaviors.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Identify common situations that are likely to lead to "problem behaviors."

2. Explain how tension and anger can develop when problems occur.
3. Identify possible programmatic steps that can be take to reduce the likelihood of problem behaviors and crisis.
4. Utilize effective interpersonal skills that can help reduce the likelihood and severity of problem behaviors.
5. Explain how physical restraints fit into the continuum of crisis response.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08,09,10,11,12**
                                        3-JCRF-1D-09,10-12

THERAPEUTIC ACTIVITIES FOR STUDENTS
In-service DCS Residential Case Managers
FY 2003-2004

One of the most effective therapeutic modes is the practice of positive behavior. This class is designed to acquaint case managers with activity based games that require active participation and processing by the DCS students they supervise.

COURSE OBJECTIVES

Upon completion of this class the students will:

1. Practice several instructor provided activities that require active student participation.

2. Understand why processing the object of activities is an important factor in modifying student behavior.

3. Devise and demonstrate an activity based group and explain its objective.

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08,09,10,11,12**
                                        3-JCRF-1D-09,10-12

STUDENT MEDICATION
In-service Juvenile Services
FY 2003-2004

An increasingly number of students with mental health diagnoses serious enough to require medication are finding their way into our facilities. Other students need medication on a temporary basis to help them through a difficult period in their lives. This represents just one of the challenges we face on our job. Knowledge of the types of medications and the reasons they are prescribed, increases confidence in supervising these youth.

This class is designed to review the policies and procedures governing student medication and dispensing by staff. This module will also review the most common psychotropic drugs that are dispensed in Department of Children's Services facilities, their uses, adverse reactions and overdose symptoms.

COURSE OBJECTIVES

Upon completion of this class the student will:

1. Name at least five commonly prescribed psychotropic drugs and the uses of each.

2. Have working knowledge of the Administration/Distribution of Medication policy requirements.

3. Recite procedures for continuation of medication upon transfer of a student.

4. Know the appropriate procedure for disposing of expire medications.

ACA STANDARDS:3JTS-4C-19, 3JTS-4C-20, 3JTS-4C-21 TCA 37-5-106

REAL WORK SITUATIONS
Inservice CSOs
FY 2003-2004

This course gives the student an opportunity to share resources and experiences in a learning environment. Case studies and scenarios give the student an opportunity to choose correct answers to situations. The student will learn appropriate actions that will benefit the juvenile, the employee and the facility.

COURSE OBJECTIVES

Upon completion of this course, the participant will be able to:

- Identify three new resources for employee/student

situations.
- Discuss the appropriate policy and action for case studies which indicate issues the employee should know.
- Evaluate the problem solving skill of classmates

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08,09,10,11,12**
3-JCRF-1D-09,10-12
VIDEO TOUR OF DCS FACILITIES
Inservice CSOs
FY 2003-2004

Many DCS employees have never visited a job site other than their own. This class will show a video tour of each job site. The class will also offer thru a quiz questions and answers about the historic aspects of some of the facilities. The course will also tell about the programs available for the juveniles.

COURSE OBJECTIVES:

Upon completion of this course the student will:

- Identify the differences between group homes and youth centers.
- Name two of the oldest facilities in Tennessee
- Describe the programs offered at two group homes.

- Develop interview questions

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08-12
                                 3-JCRF-1D-09-12

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08

INTERVIEWING TECHNIQUES
Inservice DCS Managers
FY 2003-2004

DCS, like other government agencies, wants to hire the employee with the skills and personalities to keep the student and employee safe. This course offers information on how to ask the right question to get that employee. This course through case studies will teach the student how to avoid embarrassing and illegal questions in an interview.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

- Avoid problems in recruiting and hiring
- Identify discriminatory questions
- Evaluate and select the right candidate

SELF-DEFENSE
In-Service Adult Security
FY 2003-2004   2.0 Hours

Through the use of lecture, discussion groups, class discussion and demonstrations, the instructor will explain proper self-defense techniques to be used within the institution in addition to following established policy and procedures to protect the officer as well as the inmate(s).

COURSE OBJECTIVES:

Upon completion of this course, participants will have:

- Discussed different types of self-defense techniques to be used in the institution and some of the problems associated with each.

- Identified techniques and procedures used to protect the

officer and the inmate while moving them through the institution.

ACA STANDARDS: 3-4086
                              3-4087
                              3-4089

CHEMICAL AGENTS
In-Service Adult Security/Corporals/Managers
FY 2003-2004   1.0 Hour

The instructor will lecture on the proper use and handling of aerosol chemical agents, specifically oleoresin capsicum or "pepper mace". The instructor will review Departmental Policy 506.07.1 "Use of Chemical Agents" including authorization for use, monitoring of its use as well as storage and handling. Procedures for treatment of those exposed to oleoresin capsicum will be covered. A video will be presented showing individuals being sprayed and the subsequent effects. The instructor will also demonstrate the application of an aerosol chemical agent by spraying a "B-27" target with an inert training unit and each trainee will be required to give a return demonstration. Trainees will be administered a ten (10) question quiz which must be passed with an 80% proficiency level to measure understanding of policy constraints discussed during the lecture.

COURSE OBJECTIVES

- Demonstrate understanding of the TDOC policy constraints for use of oleoresin capsicum by completion of a ten-question quiz at 80% proficiency.

- Demonstrate the ability to properly use aerosol chemical agents.

ACA STANDARDS: 3-4081, 3-4089, 1-CTA-3A-17,
                                1-CTA-3A-20, 1-CTA-3A-21
                                1-CTA-3A-24, 1-CTA-3B-10

TDOC POLICIES: 110.05, 506.07, 506.07.1

SECURITY THREAT GROUP (Update)
In-Service Adult Security/Corporals
FY 2003-2004   2.0 Hours

The instructor will give a power point presentation covering purpose and phases of the STG gang unit/program. Updated information on newer STG's in TDOC will be given. Problems with some religious groups preaching hate and separation will be discussed and what TDOC is attempting to do to keep them in check.

COURSE OBJECTIVES

- Discussed purpose of the STG Program and length of time to complete each phase.

- Identified at least six (6) STG's having been identified in TDOC within the last several years.

- Discussed why practices of some religious groups is causing security concerns within TDOC facilities.

ACA STANDARDS:

TDOC POLICIES: **110.05**
                            506.25
                            506.26

- Participation of all teams and members.
- Answer as many questions correctly as possible.
- Earn the most points.
- Learn from the process.

BOK- (BOARD OF KNOWLEDGE)
In-Service Adult Security/Corporals
FY 2003-2904   3.0 Hours

For this course, participants will be divided into teams. The instructor will provide a color overhead that looks much like a monopoly board, a marker to move from space to space, and one pair of dice. Teams (one member from each) will take turns rolling the dice and the instructor will move marker to the appropriate square. The team member will answer a question form the category indicated on the square and by answering correctly (consultation with team will be allowed) will earn the number of points indicated by his/her roll of the dice. Incorrect answers will result in the loss of the same number of points. Some squares will give free points or deduct points or give other instructions. Points will be provided by instructor on paper that looks much like monopoly money. Every team will be allowed an equal number of turns. When the game(s) are finished instructor will count the points for each team. There is also a "go to prison square" which will result in a loss of turn and can result in a loss of points.

There are enough questions in each category so that every participant will learn from this process.

COURSE OBJECTIVES:

CAREER DEVELOPMENT
In-Service Adult Security/Corporals
FY 2003-2004   1.0 hr.

To develop your career, you must have a plan with specific actions and intermediate objectives along the way. Motivation and encouragement are required to get quality employees to seek to further their careers in the Tennessee Department of Correction. In this course, participants will learn about the demand for quality leadership for the department in the future. Many employees are not sure of the actions to take to enhance their performance and project the image of a "top performer." This course will cover topics such as qualifications for Corporal and Sergeant, personal interview skills, civil service test and questions, application process, education, experience, marketability, etc. to increase one's opportunity for advancement within the department.

COURSE OBJECTIVES

By the end of this course of instruction, each participant will be able to:

1.   Explain the need for good, quality leadership in TDOC.
2.   Demonstrate competent interview skills.
3.   List at least four (4) types of questions asked on either the Corporal or Sergeants test.
4.   Develop their career through specific plans of action.

ACA STANDARD: 3-4081
TDOC POLICY: 110.05

ADULT CPR
In-Service Adult Security/Corporals
FY 2003-2004   4.0 Hours

The course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The contents of each unit includes: (1) definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued American Red Cross Adult CPR Certification Cards.

COURSE OBJECTIVES

- Demonstrated the techniques required in performing CPR.

- Completed a written test on CPR with a minimum score of 80% .

TDOC POLICY: 110.05

ACA STANDARD: 3-4050; 3-4051, 3-4082

NOTE: NO MANUSCRIPT. EACH INSTRUCTOR HAS AN INSTRUCTOR MANUAL AND VIDEO. PARTICIPANT MANUAL ARE FURNISHED AND TESTS ARE MAINTAINED IN COPY ROOM.

MAKING RIGHT CHOICES
In-Service Correctional Officers / Corporals
FY 2003-2004 2.0 Hours

In today's workplace we are challenged and expected to make many decisions that may or may not be covered directly in departmental policy. Often times we are required to make what is known as a "Judgement call".
It is important that we know how to make the right decision and which ethical approach we use to decide.

In this course we will complete a variety of worksheets and group discussion on the following topics: "What is ethical behavior". "Ethical Behavior Statements" and "Five Ethical Approaches". This will be followed by a series of case studies worked on in groups.

COURSE OBJECTIVES

By the end of this course of instruction the participant will:

- Be able to define ethical behavior.

- Be able to list at least 3 ethical approaches.

- Have participated in at least one case study

ACA STANDARD: 3-4081

TDOC POLICY: 110.05
FIREARMS LAB POLICY& PROCEDURE - WEAPONS FAMILIARIZATION
In-Service Adult Security/Corporals/Managers
FY 2003-2004   3.0 Hours

The instructor will review TDOC Policies 110.06 "Non-Security Employees Authorized to Carry a Firearm," 506.08 "Use of Deadly Force," and 506.09 "Standard Firearms Qualification Training." Additionally, the instructor will demonstrate the proper methods for handling/loading/use of each standard-issue weapon. The trainees will then be required to show proficiency in the proper techniques for handling and loading these weapons by return demonstration. A written test will be administered to ensure the trainees comprehension of the course material.

COURSE OBJECTIVES

- Demonstrate the ability to correctly / safely handle standard-issue weapons.

- Attain a minimum score of 70% on a written examination that tests comprehension of existing Departmental policy and procedure governing the use of firearms, safety considerations, and weapon familiarity.

ACA STANDARDS: 3-4081,3-4088, 3-4196,3-4197
        1-CTA-3A-16,1-CTA-3A-21,

1-CTA-3A-23,1-CTA-3B-07
1-CTA-3B-08-10
TDOC POLICIES: 110.05, 110.06, ,506.08, 506.09
FIREARMS QUALIFICATION
In-Service Adult Security/ Corporals/ Managers
FY 2003-2004   4.0 /3.0 Hours

Firearms instructors will supervise participants during the firing of standard departmental issue weapons. Participants will be allowed to " practice fire" prior to their actual annual qualification attempt.

COURSE OBJECTIVES

- Demonstrated firearms proficiency by attaining a minimum acceptable score of 200 points with the .38 caliber revolver.
- Demonstrated firearms proficiency by attaining a minimum acceptable score of 80 points with the .223 caliber rifle.
- Demonstrated firearms proficiency by attaining a minimum acceptable score of 80 points with the 12 gauge shotgun.

ACA STANDARDS: **3-4080, 3-4081, 3-4088, 3-4196**
                1-CTA-3A-21
TDOC POLICIES: 110.05, 110.06, 506.08, 506.09

NO MANUSCRIPT - PROCEDURES ON FILE WITH RANGE PERSONNEL.

INMATE ESCORT / TRANSPORTATION
In-Service Adult Security/Corporals
FY 2003-2004   2.0 Hours

Transporting inmates outside the secure perimeter of the facility can be one of the most dangerous assignments that a correctional officer or corporal can be assigned to. It is imperative that they be aware of all the policy and procedures that govern this endeavor.

This review and update of transportation procedures will be accomplished by a lecture followed by a competitive game to evaluate the trainees' knowledge of the information.

COURSE OBJECTIVES

By the end of this block of instruction each trainee will:

- Be able to explain the proper procedure for restraining inmates according to their custody level.
- Be able to describe the procedure when escorting inmates to a free-world hospital, courthouse, or funeral home.
- Have competed in a game format event to test their knowledge of transportation procedures.

CO SURVIVAL (PHYSICAL FITNESS)
In-service Adult Security/Corporals
FY 2003-2004, 2.0 Hours

This course will identify and stress the importance of being physically fit in order to perform one's duties proficiently. The definition of what physical fitness is will be identified and the benefits of being physically fit will be discussed. The benefits of eating healthy and nutrition will also be discussed. Lastly, a self-assessment on physical fitness will be discussed and how to evaluate it.

COURSE OBJECTIVES:

At the end of this period of instruction, the trainee will be able to:

- Discuss the benefits of physical fitness.
- Identify the benefits of health and nutrition.
- Discuss the self-assessment process.

TDOC POLICY: 305.06

ACA STANDARDS: N/A

POLICY JEOPARDY
In-Service Adult Security
FY 2003-2004   2.0 Hours

Knowledge of TDOC policies and procedures is essential to the effective performance of the correctional employee. Part of the function of in-service training is the review of policies, the study of policy changes and application.

The review of policies and changes will be accomplished in a competitive game format (Jeopardy). Teams will answer questions in order to advance in the game.

COURSE OBJECTIVES:

By the end of this course of instruction each participant will:

- Participate as a team member in answering policy questions.

- Be furnished the correct answer, if no team answers correctly.

- Be familiar with pertinent job applicable policies and will know the outcome of the contest (winning team).

ACA STANDARD: 3-4081

TDOC POLICY: 110.05
SAVING OFFICER RYAN
In-Service Corporal
FY 2003-2004, 3.0 Hours

During this course of study we'll discuss strategies for keeping and developing talented personnel by reviewing and explaining professional approach to reducing turnover of employees and especially focusing on keeping your most productive personnel.

COURSE OBJECTIVES

What we'll accomplish by the end of this course of training.

- You will learn the one common trait shared by all great leaders.
- You will know the 12 most important questions used to assess employee retention forecasts at your work site.
- You will understand the importance of "talent" in the day-to-day effectiveness of your work site.
- You will acquire the 12 commandments to lead by as a guide to daily management practices.
- You'll be prepared to implement real strategies designed to retain and develop your best people.

ACA STANDARDS: 2-CO-ID-06, 2-CO-ID-09,

3-4084

TDOC POLICIES: **110.05**

SEXUAL HARASSMENT
In-Service CORE
FY 2003-2004   2.0 Hours

This course will cover the law and consequence of sexual harassment. This will include the legal definition of sexual harassment, what is considered to be sexual harassment, what the victim's responsibilities are and how to report it. Pertinent policies and procedures will be examined.

COURSE OBJECTIVES

- Define sexual harassment

- Give the legal definition of sexual harassment

- List behaviors that constitute sexual harassment

- Explain the procedure to report sexual harassment

ACA STANDARDS   **3-4081**

TDOC POLICIES   **302.05**

WHO MOVED MY CHEESE
In- Service Adult Correctional Officers and Corporals
FY 2003-2004   3.0 Hours

This course will start with an introduction to the "Cheese Experience" and a quick exercise to see how the class does when they are told to change quickly, with no explanation. This will be followed by a video presentation of the story "Who Moved My Cheese" by Dr. Spencer Johnson. The remainder of the class will be discussion and activities designed to further instill the ideas from the story into the trainees.

Change effect everyone no matter what your title or position. How you deal with change can have an impact on you and your job performance as well as those around you. It is of immeasurable value that staff be able to change quickly, even when they don't completely understand the need for it. It is also a necessity that line staff always be evaluating our present procedures and looking for ways to improve (change) them.

COURSE OBJECTIVES

- Provide you with a new and positive way of looking at change so it works to your advantage.

- Give you a fun language and method of thinking that will accelerate your and your organization's ability to change.

- Show you a reliable way to win by doing what works in changing times.

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Core
FY 2003-2004

Hours -16

Monday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 9:00	TDOC Update (1)		
9:00 - 12:00	Policy Jenga (3)		
1:00 - 3:00	Sexual Harassment(2)		
3:00 - 5:00	Security for Non-Security (2)		

Tuesday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Ethics/Values (2)		
10:00 - 12:00	Employee/Inmate Relationships(2)		
1:00 - 4:00	Anger Management (3)		
4:00 - 4:30	EAP (.5)		
4:30 - 4:45	Training Design (.25)		
4:45 - 5:00	Evaluations (.25)		

Wednesday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Presentation Skills (4)		
1:00 - 5:00	Presentation Skills (4)		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Adult Security
Class #
FY 2003-2004

Hours - 32
Participants:

Monday	**(Lunch 11:30 - 12:30) (Supper 5:30 - 6:30)**		**Total Hrs. - 10.5**
Time	**Module**	**Instructor**	**Location**
Group A 8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.
8:30 -10:30	Inmate Escort/Transportation (2)		
10:30 - 11:30	Chemical Agents (1)		
12:30 - 3:30	Firearms Lab (3)		
3:30 - 5:30	Policy Challenge (2)		
6:30 - 8:30	Ethics/Values (2)		
Group B 8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.
8:30 -10:30	Inmate Escort/Transportation (2)		
10:30 -11:30	Chemical Agents (1)		
12:30 - 3:30	Firearms Lab (3)		
3:30 - 5:30	Ethics/Values (2)		
6:30 - 8:30	Policy Challenge (2)		

Tuesday	**(Lunch 12-1) (Supper 5-6)**		**Total Hours - 10**
Time	**Module**	**Instructor**	**Location**
Group A 8:00 -12:00	Firearms Qualification (4)		
1:00 - 5:00	CPR (4)		
6:00 - 8:00	Self Defense (2)		
Group B 8:00 -12:00	CPR (4)		
1:00 - 5:00	Firearms Qualification (4)		
6:00 - 8:00	Self Defense (2)		

Wednesday	**(Lunch 11-12) (Supper 5:30 - 6:30)**		**Total Hours - 8**
Group A 8:00 - 11:00	Who Moved My Cheese (3)		
12:00 - 3:00	Board of Knowledge (3)		
3:00 - 5:00	CO Survival (2)		
Group B 8:00 - 11:00	Board of Knowledge (3)		
12:00 - 3:00	Who Moved My Cheese (3)		
3:00 - 5:00	CO Survival (2)		

Thursday			**Total Hrs. - 3.5**
Time	**Module**	**Instructor**	**Location**
Group A & B 8:00- 8:15	Awards Ceremony (.25)		
8:15 - 10:15	STG (2)		
10:15 - 11:15	Career Development (1)		
11:15 -11:30	Training Design/Evaluations (.25)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Corporals
Class #
FY 2003-2004

Hours - 32
Participants:

Monday   (Lunch 11:30 - 12:30) (Supper 4:30 - 5:30)   Total Hrs. - 10.5

Time	Module	Instructor	Location
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.
8:30 - 11:30	TDOC Knowledge (3)		
12:30 - 3:30	Firearms Lab (3)		
3:30 - 4:30	Chemical Agents (1)		
5:30 - 8:30	Inmate Escort/Transportation (3)		

Tuesday   (Lunch 12-1) (Supper 4:30 - 5:30)   Total Hours - 9

Time	Module	Instructor	Location
8:00 - 12:00	Firearms Qualification (4)		
1:00 - 4:00	Who Moved My Cheese (3)		
4:00 - 4:30	Training Design (.5)		
5:30 - 7:00	STG (1.5)		

Wednesday (Lunch 12-1) (Supper 5:00- 6:00)   Total Hours - 8.25

Time	Module	Instructor	Location
8:00 - 12:00	CPR (4)		
1:00 - 3:00	Self Defense (2)		
3:00 - 5:00	Ethics (2)		
5:00 - 5:15	Training Design (.25)		

Thursday   Total Hrs. - 4.25

Time	Module	Instructor	Location
8:00 - 9:00	Career Development (1)		
9:00 - 12:00	Saving Officer Ryan (3)		
12:00 - 12:15	Evaluations (.25)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Food Service Generic
Class #

Hours -32
Participants:

FY 2003-2004

Monday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. - School Bldg.
8:30 - 12:00	Foodborne Illness Institutional Procedure (	General Services	
1:00 - 5:00	Who Moved My Cheese (4)		
6:30 - 8:30	Ethics/Values (2)		

Tuesday	(Lunch 12-1)(Supper 5-6)		Total Hrs. - 8
Time	**Module**	**Instructor**	
8:00 - 10:00	Policy/Procedures (2)	General Services	
10:00 - 12:00	Medical/Diet Therapy (2)	Val Kolison	
1:00 - 5:00	CPR (4)		

Wednesday	(Lunch 12-1) (Supper 5:00- 6:00)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Sanitation Hands-On/Daily Inspections (4)	General Services	
1:00 - 3:00	Self Defense (2)		
3:00 - 5:00	Team Building (2)		
6:00 -8:00	Career Development (2)		

Thursday			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Food Safety Procedures (2)	General Services	
10:00 - 11:30	Security Threat Groups (1.5)		
11:30 - 12:00	Evaluations/Training Design (.5)	General Services	

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Food Service Managers
Class #
FY 2003-2004

Monday			**Total Hrs. - 4**
Time	**Module**	**Instructor**	**Location**
1:00 - 1:30	Orientation (.5)	DiNicola	
1:30 - 5:00	Bioterrorism(3.5)	Motlow	

Tuesday	**(Lunch 12-1)(Supper 5-6)**		**Total Hrs. -8**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Foodborne Illness Institutional Inspection(4)	General Services	
1:00 - 5:00	CPR (4)		

Wednesday			Total Hours - 4.0
8:00 - 12:00	Departmental Meeting (4)	Val Kolison	

Serving Line In Cafeteria Closes At 6:00 p.m. Each Day

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Food Service Assistant Mgrs.(HACCP Certification)   Hours - 32

Class #

FY 2003-2004

Monday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.
8:30 - 10:00	Providing Safe Food (1.5)		
10:00 - 12:00	The Micro-World (2)		
1:00 - 3:00	Contamination & Foodborne Illness (2)	Motlow	
3:00 - 5:00	The Safe Food-Handler (2)	Motlow	
6:00 - 8:00	HACCP Certification (2)	Self Study	

Tuesday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Establishing The Food Service Safety Program(2)	Motlow	
10:00 - 12:00	Purchasing & Receiving Safe Food (2)	Motlow	
1:00 -5:00	CPR (4)		
6:00 - 8:00	Security Threat Groups (2)		

Wednesday	(Lunch 11-12) (Supper 5-6)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	Departmental HACCP Plan/Investigation Scenarios (3)		
12:00 - 3:00	Who Moved My Cheese (3)		
3:00 - 5:00	Self Defense (2)		

Thursday			Total Hours- 4.0
Time	**Module**	**Instructor**	**Location**
8:00 - 10:30	HACCP Certification (2.5)		
10:30 - 11:30	Training Design (1)		
11:30 - 12:00	Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Food Service (Safe Serv Certification)   Hours - 32
Class #
FY 2003-2004

Monday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.
8:30 - 10:00	Providing Safe Food (1.5)	General Services	
10:00 - 12:00	The Micro-World (2)	General Services	
1:00 - 3:00	Contamination & Foodborne Illness (2)	Motlow	
3:00 - 5:00	The Safe Food-Handler (2)	Motlow	

Tuesday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Establishing The Food Service Safety Program(2)	Motlow	
10:00 - 12:00	Purchasing & Receiving Safe Food (2)	Motlow	
1:00 - 5:00	CPR (4)		
6:00 - 8:00	Protecting Food In Prep & Serving (2)	Independent	

Wednesday	(Lunch 12:00 - 1:00) (Supper 5:00 - 6:00)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Cleaning and Sanitizing (2)	General Services	
10:00 - 12:00	Organizing A Cleaning Program (2)	General Services	
1:00 - 3:00	Integrated Pest Management (2)	General Services	
3:00 - 5:00	Accident Prevention/Emergency Response (2)	General Services	
6:00 - 8:00	Crisis Management (2)	General Services	

Thursday			Total Hours- 4.0
Time	**Module**	**Instructor**	**Location**
8:00 -10:30	Safe Serv Certification (2.5)	General Services	
10:30 - 11:30	Training Design (1)	General Services	
11:30 - 12:00	Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY
Week of:

Monday	(Lunch 12:30 - 1:30) (Supper 5:30 - 6:30)		**Total Hrs. - 8.5**
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg
8:30 - 12:30	CPR/AED (4)		
1:30 - 5:30	A-Cubed (Mental Health) (4)	Motlow	

Tuesday	(Lunch 12:00 - 1:00) Supper (5-6)		**Total Hours - 10.5**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Check It Out (Assessment) (4)	Motlow - Belinda King	
1:00 - 3:00	Check It Out (Assessment) (2)	Motlow	
3:00 - 5:00	Street Spanish (2)		
6:00 - 8:30	Street Spanish (2.5)		

Wednesday	(Lunch 12:00 - 1:00) Supper (5:30 - 6:30)		**Total Hrs. - 8.5**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Chronic Disease Clinic (4)	Motlow - Patty	
1:00 - 2:00	Chronic Disease Clinic (1)	Motlow	
2:00 - 5:30	EKG (3.5)	Motlow	

Thursday			**Total Hrs. - 4.5**
Time	**Module**	**Instructor**	**Location**
8:00- 12:00	It's Not All About Pills (4)	Motlow	
12:00 - 12:30	Evaluations (.5)	Musgrove	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service BTLS
(Basic Trauma Life Support)
Class #
FY 2003-2004

Hours - 32

Monday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation	DiNicola	Aud. School Bldg.
8:30 - 12:00	Staff & Inmate Sexual Misconduct (3.5)		
1:00 - 5:00	CPR/AED (4)		

Tuesday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Basic Trauma Life Support	Motlow	
1:00 - 5:00	Basic Trauma Life Support	Motlow	

Wednesday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Basic Trauma Life Support	Motlow	
1:00 - 5:00	Basic Trauma Life Support	Motlow	

Thursday	(Lunch 12:00 - 1:00)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Basic Trauma Life Support	Motlow	
1:00 - 4:30	Basic Trauma Life Support	Motlow	
4:30 - 5:00	Evaluations		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service
Nurse Mg/Adminstrator/
CQIC
Class #
FY 2003-2004

Hours - 32

Monday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg
8:30 - 12:00	Saving Nurse Ryan (3.5)		
1:00 - 5:00	Leadership Presentation (4)		
6:00 - 8:00	Street Spanish (2)		

Tuesday	(Lunch 12:00 - 1:00) (Supper 5:00 - 6:00)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	It's Not All About Pills (4)	Motlow	
1:00 - 5:00	Check It Out (4)	Motlow	

Wednesday	(Lunch 12:00 - 1:00) (Supper 5:00 - 6:00)		Total Hrs. - 10
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	CPR/AED (4)		
1:00 - 5:00	A-Cubed (4)	Motlow	
6:00 - 8:00	Straight Talk (2)		

Thursday			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
8:00 - 11:30	Teamwork (Feathered Serpent)(3.5)		
11:30 -12:00	Evaluations	Musgrove	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service IV Therapy
Class #
FY 2003-2004

Hours - 32

Monday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		**Total Hrs. - 8**
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation	DiNicola	Aud. School Bldg.
8:30 - 12:00	Staff/Inmate Sexual Misconduct (3.5)		
1:00 - 5:00	CPR/AED (4)		

Tuesday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		**Total Hrs. - 8**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	It's Not All About Pills (4)		
1:00 - 5:00	Check It Out (4)		

Wednesday	(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		**Total Hrs. - 8**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	IV Therapy	Motlow	
1:00 - 5:00	IV Therapy	Motlow	

Thursday	(Lunch 12:00 - 1:00)		**Total Hrs. - 8**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	IV Therapy	Motlow	
1:00 - 4:30	IV Therapy	Motlow	
4:30 - 5:00	Evaluations	Musgrove	

TENNESSEE CORRECTION ACADEMY
Week of:

Hours - 16
Participants:

In-Service Correctional Manager
Class #
FY 2003-2004

Monday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	TDOC Board of Knowledge(3)		
12:00 - 3:00	Saving Officer Ryan (3)		
3:00 - 5:00	Straight Talk (2)		

Tuesday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	Team-Work and Commitment(3)		
12:00 - 3:00	Leadership & The Psychology of Persuasion(3)		
3:00 - 4:30	Career Development(1.5)		
4:30 - 5:00	Training Design/Evaluations(.5)		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Correctional Counselor/IRC
Class #
FY 2003-2004

Hours - 16
Participants:

Monday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	TDOC Board of Knowledge(3)		
12:00 - 3:00	Teamwork and Commitment (3)		
3:00 - 5:00	Straight Talk (2)		

Tuesday			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	NIC Video-Based Training Menu **		
1:00 - 3:00	NIC Video-Based Training Menu **		
3:00 - 4:30	Career Development(1.5)		
4:30 - 5:00	Training Design/Evaluations(.5)		

**   Correctional STG's (2.0)

"Psychopath" and Their Impact on Corrections (2.0)

Cognitive Approaches to Officer Behavior (2.0)

Options for Managing Difficult Inmates (2.0)

Transitioning from Prison to Community (2.0)

TENNESSEE CORRECTION ACADEMY

In-Service TDOC Leadership
Class #
FY 2003-2004

Week of:

Hours - 40
 # Participants:

Monday	(Lunch 12-1) Supper (5:00 - 6:00)		**Total Hrs. - 8**
Time	**Module**	**Instructor**	**Location**
8:00 - 9:00	Welcome/Program Overview (1)		
9:00 - 12:00	The Essense of Leadership (3)		
1:00 - 4:00	Creativity and Teamwork (3)		
4:00 - 5:00	Transitions (1)		

Tuesday	(Lunch 11-12) (Supper 5-6)		**Total Hrs. - 10**
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	Motivational Leadership		
12:00 - 3:00	Leadership Dynamics (3)		
3:00 - 5:00	The Art of Persuasion (2)		
6:00 - 8:00	Assignment (2)		

Wednesday	(Lunch 11-12) (Supper 5:00 - 6:00)		**Total Hrs. - 10**
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	The Moral Imperative(3)		
12:00 - 1:30	Straight Talk (1.5)		
1:30 - 5:00	Leading Through the Minefield (3.5)		
6:00- 8:00	Assignment (2)		

Thursday	(Lunch 12-1) (Supper 5-6)		**Total Hrs. - 8**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Walking the Talk: Presentations (4)		
1:00 - 5:00	Walking the Talk: Presentations (4)		

Friday			**Total Hours - 4**
8:00 - 11:00	Leadership & The Psychology of Influence		
11:00 - 12:00	Debriefing/Awards (1)		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Group Counseling Skills
Class #
FY 2003-2004

Hours -16

Wednesday (Supper 5-6)			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
1:00 - 1:30	Orientation (.5)	DiNicola	Dutton Auditorium
1:30 - 5:00	Group Counseling Skills (3.5)	Motlow	

Thursday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Group Counseling Skills (4)	Motlow	
1:00 - 5:00	Group Counseling Skills (4)	Motlow	

Friday			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
8:00 - 11:30	Group Counseling Skills (3.5)	Motlow	
11:30 - 12:00	Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY

Week of:

Hours - 16
Participants:

Wednesday	(Supper 5-6)		Total Hrs. - 4.5
Time	**Module**	**Instructor**	**Location**
12:00 - 12:30	Orientation (.5)	DiNicola	
1:00 - 5:00	CPR (4)		

Thursday	(Lunch 12-1) (Supper 4:30 - 5:30)		Total Hrs. - 7
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Working With Copper Tube (4)		
1:00 - 2:30	TDOC Policy Update (1.5)		
2:30 - 3:00	Uniform Center (.5)		
3:00 - 4:30	Drugs in the Workplace (1.5)		

Friday			
			Total Hours - 4.5
8:00 - 12:00	OSHA Jeopardy (4)		
12:00 -12:30	Training Design/Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Computer Training
Class #
Program 1
FY 2003-04

<div align="right">

Hours -16
Participants: 10

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Monday	(Supper 5-6)		Total Hrs. - 4	
Time	**Module**	**Instructor**	**Location**	
1:00 - 5:00	Orientation/Introduction/File Mgt. (4)	Croteau/Rees	Clement Lab	

Tuesday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 8	
Time	**Module**	**Instructor**	**Location**	
8:00 - 12:00	Intro to Microsoft Word (4)	Croteau/Rees	Clement Lab	
1:00 - 5:00	Intro to Microsoft Excel (4)	Croteau/Rees	Clement Lab	

Wednesday			Total Hrs. - 4	
Time	**Module**	**Instructor**	**Location**	
8:00 - 11:30	Group Wise (3.5)	Croteau/Rees	Clement Lab	
11:30 - 12:00	Evaluations (.5)	Croteau/Rees	Clement Lab	

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Computer Training
Class #
Program 2
FY 2003-04

Hours - 16
Participants: 10

Wednesday (Supper 5-6)			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
1:00 - 5:00	Orientation/Introduction/File Management (4)	Croteau/Rees	Clement Lab

Thursday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Intro to Microsoft Word (4)	Croteau/Rees	Clement Lab
1:00 - 5:00	Intro to Microsoft Excel (4)	Croteau/Rees	Clement Lab

Friday			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
8:00 - 11:30	Group Wise (3.5)	Croteau/Rees	Clement Lab
11:30 - 12:00	Evaluations (.5)	Croteau/Rees	Clement Lab

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Children's Services Managers
Class #
FY 2003-2004

Hours -40

Monday	(Lunch 11:30 -12:30) (Supper 5:30 - 6:30)		**Total Hrs. - 8.5**
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)		
8:30 -11:30	Interviewing Techniques (Hiring) (3)		
12:30 - 2:30	Stress Management with Humor (2)		
2:30 - 5:30	NVCI - Recertification (3)		

Tuesday	(Lunch 12-1) (Supper 5:00- 6:00)		**Total Hrs. - 9**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	CPR (4)		
1:00 - 3:00	Suicide, Signs, Symptoms of MR/Mental Ilness/Chem(2)		
3:00 - 5:00	Juvenile Justice System (2)		
6:00 - 7:00	HIV/AIDS (1)		

Wednesday	(Lunch 12-1) (Supper 4:30 - 5:30)		**Total Hrs. - 9.5**
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Who Moved My Cheese (4)		
1:00 - 4:30	Generation Y (3.5)		
5:30 - 7:30	Sexual Harassment (2)		

Thursday	(Lunch 12:30 - 1:30) (Supper 5:30 - 6:30)		**Total Hrs. - 9.5**
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Labor Law (2)		
10:00 - 12:30	Relationships with Other Agencies (2.5)		
1:30 - 4:00	General Management (2.5)		
4:00 - 5:30	Employee Management Relations (1.5)		
6:30 - 7:30	Employee Management Relations (1)		

FRIDAY			**Total Hrs. - 3.5**
Time	**Module**	**Instructor**	**Location**
8:00 -10:00	Gangs (2)		
10:00 - 11:00	Training Needs Assessment (1)		
11:00 - 11:30	Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY
Week of:

Hours -40

In-Service Residential Case Managers
Class #
FY 2003-2004

Monday (Lunch 12:30 -1:30) (Supper 5:30 - 6:30)			Total Hrs. - 8.5
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Dutton Aud.
8:30 - 10:30	Social/Cultural Lifestyles of the Juvenile Population(2)		
10:30 - 12:30	Cultural Diversity (2)		
1:30 - 5:30	Interpersonal Relations/Communication (4)		

Tuesday (Lunch 12-1) (Supper 5:00 - 6:00)			Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Suicide, Signs, Symptoms of MR/Mental Ilness/Chemicals(2)		
10:00 -12:00	Juvenile Rights/Responsibilities (2)		
1:00 - 3:00	Supervision of Juveniles/Security Proc./Use of Force/Searches/Contraband(2)		
3:00 - 5:00	STG's in DCS Facilities (2)		

Wednesday (Lunch 12-1) (Supper 5:30 - 6:30)			Total Hrs. - 9.5
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	CPR (4)		
1:00 - 4:00	NVCI Re-Certification (3)		
4:00 - 5:30	Therapeutic Activities for Students (1.5)		
6:30 - 7:30	HIV/Universal Precautions (1)		

Thursday (Lunch 12-1) (Supper 4:30 - 5:30)			Total Hrs. - 9.5
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	Counseling Techniques/Round Table/Family (4)	Motlow	
1:00 - 3:00	Counseling Techniques/Round Table/Family (2)	Motlow	
3:00 - 4:30	Report Writing/IPP (1.5)		
5:30 - 7:30	Sexual Harassment (2)		

Friday			Total Hrs. - 4.5
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	The New Threat (Meth) (3)		
11:00 - 12:00	Training Needs Assessment (1)		
12:00 - 12:30	Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY
Week of:

In-Service Children's Services Officers
Class #
FY 2003-2004

Monday	(Lunch 12:30 -1:30) (Supper 5:30 - 6:30)		Total Hrs. - 9.5
Time	**Module**	**Instructor**	**Location**
8:00 - 8:30	Orientation (.5)	DiNicola	Dutton Aud.
8:30 - 10:30	Social/Cultural Lifestyles of the Juvenile Population(2)		
10:30 - 12:30	Cultural Diversity (2)		
1:30 - 3:30	Interpersonal Relations/Communication (2)		
3:30 - 5:30	Anger Management (2)		
6:30 - 7:30	Video Tour of DCS Facilities/Sites (1)		

Tuesday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 8
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Suicide, Signs, Symptoms of MR/Mental Ilness/Chem(2)		
10:00 -12:00	Juvenile Rights/Responsibilities (2)		
1:00 - 5:00	Supervision of Juveniles/Security Procedures./Use of Force (4)		

Wednesday	(Lunch 12-1) (Supper 5-6)		Total Hrs. - 9
Time	**Module**	**Instructor**	**Location**
8:00 - 12:00	CPR (4)		
1:00 - 4:00	NVCI Re-Certification (3)		
4:00 - 5:00	Searches/Seizures (1)		
6:00 - 7:00	HIV/Universal Precautions (1)		

Thursday	(Lunch 11:30 - 12:30) (Supper 4:30 - 5:30)		Total Hrs. - 9.5
Time	**Module**	**Instructor**	**Location**
8:00 - 10:00	Counseling Techniques (2)		
10:00 - 11:30	Therapeutic Activities for Students (1.5)		
12:30 - 2:00	Student Medications - Side Effects/Legal Liability (1.5)		
2:00 - 3:00	Real Work Situations (1)		
3:00 - 4:30	Report Writing (1.5)		
5:30 - 7:30	Sexual Harassment (2)		

Friday			Total Hrs. - 4
Time	**Module**	**Instructor**	**Location**
8:00 - 11:00	The New Threat (Meth) (3)		
11:00 - 11:30	Training Needs Assessment (.5)		
11:30 - 12:00	Evaluations (.5)		

HOLIDAYS

- #1 JULY 4TH
- #2 LABOR DAY
- #3 VETERAN'S DAY
- #4 THANKSGIVING
- #5 CHRISTMAS
- #6 NEW YEAR'S DAY
- #7 MARTIN LUTHER KING'S B'DAY
- #8 WASHINGTON'S BIRTHDAY
- #9 GOOD FRIDAY
- #10 MEMORIAL DAY

Calendar — First Half

#1 June 30 July 3	July 7-11	July 14-18	Parole July 21-25	July 28 Aug. 1	Aug 4-8	Parole Aug. 11-15	Aug 18-22	Aug 25-29	#2 Sept. 2-5	Sept. 8-12	Sept. 15-19	Sept. 22-26	Sept. 29 Oct. 3	Oct. 6-10	Oct. 13-17	Parole Oct. 20-24	Oct. 27-31	Nov. 3-7	#3 Nov. 11-14	Nov. 17-21	#4 Nov. 24-26	Dec. 1-5	Dec. 8-12	Dec. 15-19	#5 Dec. 22-26
516				502					504					505			506		507			508			507
501					503																				
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CSO	FS/SS	C	AC-M		FS	CSO	CT-C	C	CSO	ATO	ATO	CSO	LDOC	NM	FS/GH	ATO	BTLS	CSO	GCS	LDOC		CSM	IV	CSO	
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						RCM								SIW			CT-B	FS		M				RCM	

Calendar — Second Half

#6 Dec. 29 Jan. 2	Jan. 5-9	Jan. 12-16	#7 Jan. 20-23	Parole Jan. 26-30	Feb. 2-6	Feb. 9-13	#8 Feb. 17-20	Feb. 23-27	Mar. 1-5	Mar. 8-12	Mar. 15-19	Mar. 22-26	Mar. 29 Apr. 2	#9 April 5-8	April 12-16	Parole April 19-23	April 26-30	May 3-7	May 10-14	May 17-21	May 25-28	#10 May 31 June 4	June 7-11	June 14-18	June 21-25
508				510			512						514				516								
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M	ATO	CSO	FS/H	JJCM	BTLS	TDT	CT-B	CSO	CH	M	CC	BTLS	FS/M	C	IJC	NST	FS	GCS	MED	CSO	C	FS/AM	CSO	FS/SS	
	C		NST	LDOC	CSO		FS	CT-B	DBT	RS/A	CSO	CSM		CSO	IV		LDOC	HNU	SO	HR	C/W	FS/H	GCS	NST	
				RCM			HN	MED	SIW	GCS	RRC		PR	SAN			P/M			JJCM				LDOC	
																				RCM					

CORRECTION

Code	Description
AS	ADULT SECURITY - 37 TIMES - 32 HRS.
AS/C	ADULT CORPORALS - 12 TIMES - 32 HRS.
CH	CHAPLAINS - 1 TIME - 16 HRS.
FS	FOOD SERVICE GENERIC - 5 TIMES- 32 HRS.
FS/AM	FOOD SERVICE ASSISTANT MANAGERS - 1 TIME-32 HRS.
FS/H	FOOD SERVICE (HACCP) -2 TIME - 32 HRS.
FS/M	FOOD SERVICE MANAGERS - 1 TIME - 16 HRS. (Mon-Tues)
FS/SS	FOOD SERVICE (SERV SAFE) 2 TIME - 32 HRS.
M	MAINTENANCE- 4 TIMES - 16 HRS. (WED.1:00 - FRI. NOON)
MED	MEDICAL (GENERIC) - 3 TIMES -32 HRS.
RS/A	RECREATIONAL SPECIALISTS/ASSISTANTS - 2 TIMES - 16 HRS.(WED.1:00-FRI NOON)
SO	SAFETY OFFICERS - 1 TIME - 24 HRS.

CHILDREN'S SERVICES

Code	Description
CSM	CHILDREN'S SERVICE MANAGERS - 3 TIMES-40 HRS.
CSO	CHILDREN'S SERVICE OFFICERS - 13 TIMES- 40 HRS.
FS	FOOD SERVICE GENERIC - 5 TIMES - 32 HRS.
FS/AM	FOOD SERVICE ASST. MGRS. - 1 TIME - 32 HRS.
FS/GH	FOOD SERVICE FOR GROUP HOME - 1TIME- 40 HRS.
FS/H	FOOD SERVICE (HACCP) -2 TIMES - 32 HRS.
FS/M	FOOD SERVICE MANAGERS. - 1 TIME - 16 HRS. (Mon-Tues)
JJCM	JUVENILE JUSTICE CASE MANAGERS - 3 TIMES - 20 HRS.
M	MAINTENANCE - 4 TIMES - 16 HRS.(WED. 1:00 - FRI. NOON)
MED	MEDICAL(GENERIC) - 3 TIMES -32 HRS.
RCM	RESIDENTIAL CASE MANAGERS - 4 TIMES - 40 HRS.
RS/A	RECREATION SPECIALISTS/ASSISTANTS- 2 TIMES- 16 HRS.(WED.1:00-FRI.
S0	SAFETY OFFICERS - 1 TIME - 24 HRS.

BOARD OF PROBATION/PAROLE DATES

(Pre-Service Training)
- JULY 21-25, 2003
- OCTOBER 20-24, 2003
- JANUARY 26-30, 2004
- APRIL 19-23, 2004

SPECIALIZED TRAINING SCHOOLS

Code	Description
AC-M	ACCREDITATION MANAGERS - 1 TIME - 16 HRS. WED.1:00 - FRI. NOON
ATO	ADULT TRANSPORTATION OFFICER - 4 TIMES - 32 HRS.
BTLS	BASIC TRAUMA LIFE SUPPORT - 3 TIMES - 32 HRS.
C	COMPUTER TRAINING - 12 TIMES - 16 HRS(MON.1:00 - WED NOON)(WED1:OO - FRI.NOON)
C/W	COMMISSARY/WAREHOUSE TRG. - 1 TIME - 16 HRS.(WED.1:00-FRI NOON)
CC	CLASSIFICATION COORDINATORS - 1 TIME- 16 HRS.
CT-B	CERT TEAM TRAINING - BASIC - 2 TIMES - 80 HRS.
CT-C	CERT TEAM COMMANDERS - 1 TIME - 24 HRS.
CTT	CORE TRAIN THE TRAINER - 1 TIME - 16 HRS.
DBT	DISCIPLINARY BOARD TRAINING - 1 TIME - 20 HRS. (WED. 8:00 - FRI. NOON)
FTO	FIELD TRAINING OFFICER UPDATE - 1 TIME - 8 HRS.(Mon.noon-Tues.noon)
GCS	GROUP COUNSELING SKILLS - 5 TIMES - 16 HRS.(WED.1:00-FRI NOON)
HN	HOSTAGE NEGOTIATORS SCHOOL - 1 TIME - 40 HRS.
HNU	HOSTAGE NEGOTIATORS UPDATE - 1 TIME - 20 HRS. (Wed 8:00 - Fri. noon)
HR	HEALTH RECORDS - 1 TIME - 16 HRS.(WEDNESDAY/THURSDAY)
IJC	INMATE JOB COORDINATORS - 1 TIME - 16 HRS.
IV	IV THERAPY - 2 TIMES - 32 HRS.
LDOC	LEADERSHIP TDOC - 5 TIMES - 40 HRS.
NFTO	NEW FIELD TRAINING OFFICER TRAINING T4T - 1 TIME - 16 HRS.
NM	NURSE MANAGERS/CQI/IC COORDINATORS - 1 TIME - 32 HRS.
NST	NEW SUPERVISOR TRAINING - 5 TIMES - 40 HRS.
P/M	PROPERTY/MAILROOM - 1 TIME - 16 HRS.(WED.1:00-FRI NOON)
PR	PRE-RELEASE TRAINING - 1 TIME - 29 HRS.
RRC	RADIO REPAIR & COMMUNICATION PROCEDURES - 2 TIMES- 24 HRS.
SAN	SANITATION TRAINING - 1 TIME - 8 HRS. (THURSDAY 8:00 - 5:00)
SB	SPEAKERS BUREAU - 1 TIME - 16 HRS.(WED. 1:00 - FRI. NOON)
SIW	SPECIALTY IMPACT WEAPONS/MUNITIONS - 2 TIMES - 4 HOURS (THUR. 8-12)
T4T	TRAIN THE TRAINER - 1 TIME - 40 HRS.
TDT	TRAINING DESIGN TEAMS - 1 TIME - 16 HRS. (TDOC AND TDCS)(TUES/WED)